

Overview

Transit agencies must use the National Transit Database (NTD) Internet Reporting system to provide their Safety and Security data via reports to the Federal Transit Administration (FTA). NTD Internet Reporting is the online means for transit agencies to enter, review and revise data, and submit reports. It provides for timely and accurate reporting. All tasks and requirements for the NTD can be fulfilled via this system.

This section provides Internet Reporting information for the Safety and Security report.

What Has Changed from Prior Year

The e-File tab is now viewable.

The Communications tab is now viewable.

The Identification form (B-10) (from the Urbanized Area Report) is viewable from the Forms tab, allowing the Safety and Security Contact person(s) to coordinate the modes / types of service operated data with the Safety and Security Setup form (S&S-10) data.

The Contacts form (B-20) (from the Urbanized Area Report) is viewable from the Forms tab, allowing the Safety and Security Contact person to contact the NTD Contact person.

The Monthly Ridership forms are no longer listed under the Safety and Security tab.

Internet Reporting System Security

Numerous measures have been taken to ensure that all data entered into the Internet Reporting system is safe and available only to those with proper access. The NTD servers and network are secured behind a firewall. The website operates the secured web protocol, https, and the entire site is password protected. Additionally, multiple server and database protection layers protect the database files.

Detailed Instructions

Accessing Internet Reporting

Internet Reporting is accessed through the **NTD Home** page.

To access Internet Reporting:

- Connect to the Internet via your Internet service provider (ISP)
- Verify your Internet Browser Settings
- Access the Internet Reporting website at www.ntdprogram.com
- Access Safety and Security via the **Safety and Security Home** link.

Connecting to the Internet

Use your Internet service provider to connect to the Internet. Internet Reporting requires a web browser that is at least a 6.x version (Internet Explorer 6.0).

If you don't have the latest version of the browser, go to Microsoft.com (or any other ISP that you may use, for example: Netscape.com) to download the latest version free of charge.

Verifying Your Internet Browser Settings

Verify that your browser is set to check for newer versions of stored pages with each visit to the page.

In Internet Explorer, this is done by accessing Tools > Internet Options > General > Temporary Internet Files Settings > Every Visit to Page.

In Netscape, this is done via Edit > Preferences > Advanced > Cache > Every Time.

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The National Transit Database Website



The **NTD Home** page offers the following information and data for reporters and others interested in the NTD:

- **Publications:** Downloadable publications, including the NTD Reporting Manual, Data Tables, Profiles, National Transit Summaries and Trends and other related NTD reference materials.
- **NTD Data:** View, print or download historical NTD data.
- **Seminars:** NTD Reporting Seminars are posted as they are scheduled for the year. You can also register for the seminars, check your registration status and find all information regarding NTD seminars from this link.
- **Contact NTD / Feedback:** The mailing address, telephone number and fax number for the NTD Program as well as an opportunity to provide comments or suggestions regarding the NTD Program.
- **Public Discussion:** A public forum for discussions regarding the NTD. Suggestions are encouraged. Unlike the NTD Reporter Discussion area, this area is open to the general public. Posting any proprietary or sensitive information is not recommended.
- **NTD Agency Information:** Contact information for transit agencies in the National Transit Database (NTD). A link to each agency's homepage is also provided if available.
- **NTD Annual Report Home:** Access to the NTD Urbanized Area report login for the current report year.
- **Safety and Security Home:** Access to the NTD Safety and Security Reporting Manual, Glossary, Newsletters and the Safety and Security login for the current report year.
- **NTD Rural Report Home:** Access to the NTD Rural Reporting Manual, Glossary and the Rural login for the current report year.
- **Current Reporting Manual:** The Reporting Manual for the current report year in both PDF and HTML formats for easy reference.

Also available via links on the **NTD Home** page:

- 2000 Census Primary / Secondary UZAs
- 2000 Census Pop. Density
- US Department of Transportation (DOT) Home Page
- Federal Transit Administration (FTA) Home Page
- National Transit Library.

Levels of Access

Internet Reporting provides six levels of access to Safety and Security:

1. **CEO access:** Edit and submit the CEO Certification and all safety and security forms
2. **NTD contact person:** Edit and submit safety and security forms
3. **Safety and security contact access:** Edit and submit safety and security forms
4. **Safety and security editor access:** Edit safety and security forms, but cannot submit forms
5. **Safety and security viewer access:** View safety and security forms only
6. **Security access:** Edit and submit security forms, view safety forms.

User Names and Passwords

The system access level is determined by the user name. The first portion of the user name defines the access level and the last four digits represent the agency's NTD ID. There are five types of user names corresponding to the four access levels available within Safety and Security:

1. CEO — CEOxxxx
2. NTD contact person - NTDxxxx
3. Safety and security contact person — SFTYNTDxxxx
4. Safety and security editor — SFTYEDTxxxx
5. Safety and security viewer — SFTYVWRxxxx
6. Security contact person — SECURITYxxxx.

Each agency is e-mailed this set of user names with a password for each. NTD reporters determine access within their organizations and distribute user names and passwords accordingly.

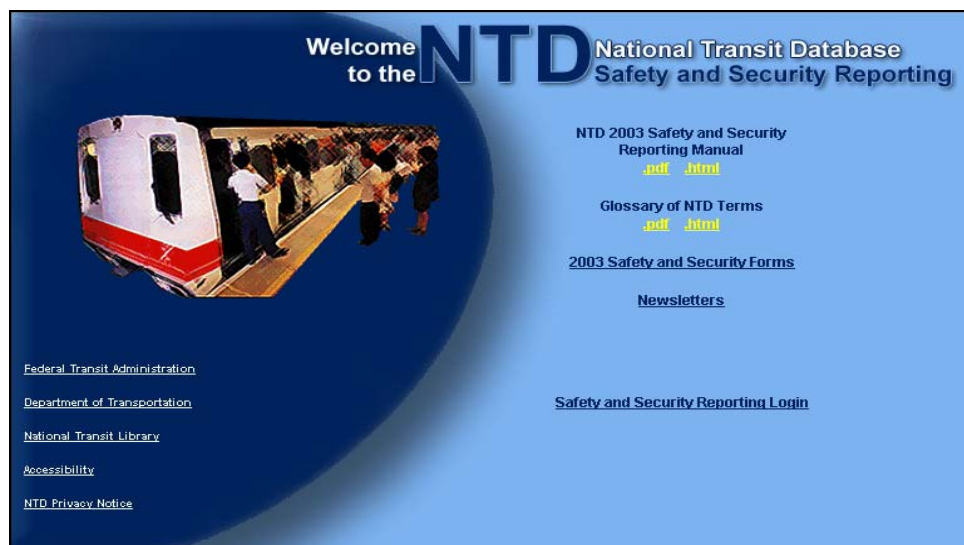
A user can change his / her password at any time. Refer to Sys Admin: Changing Your Password for additional information on this topic. Users should be aware that passwords expire every ninety days.



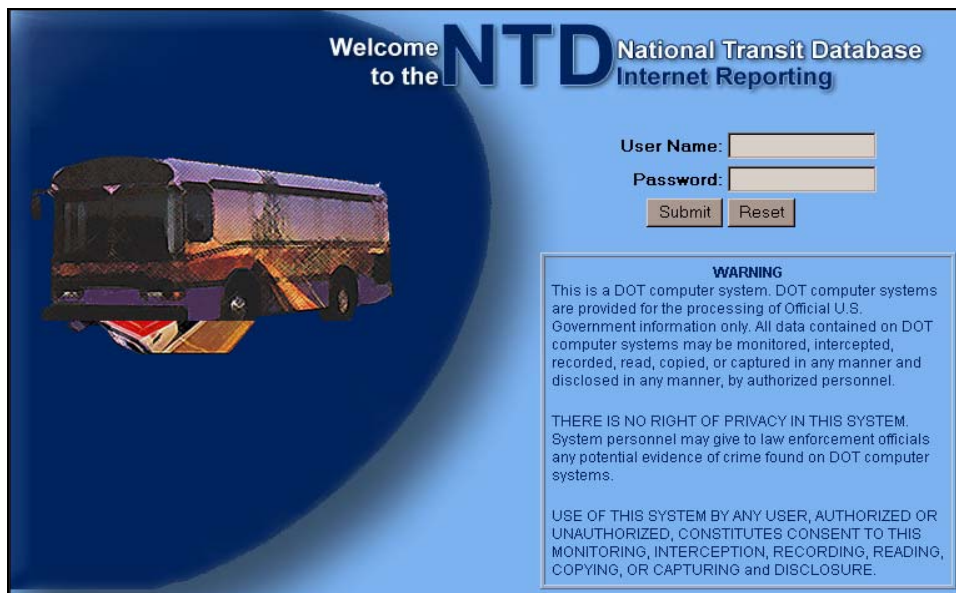
The CEO and NTD contact person use the same password for both report areas. Beginning with the 2006 report year, the CEO and NTD contact person may access all reporting areas (Urbanized Area, Monthly Ridership and Safety and Security) from the **Home** tab.

Accessing NTD Safety and Security

Clicking the **Safety and Security Home** link will open the Internet Reporting **Login** page. Enter your User Name and Password to gain access to **Safety and Security Home**.



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Welcome to the **NTD** National Transit Database Internet Reporting

User Name:

Password:

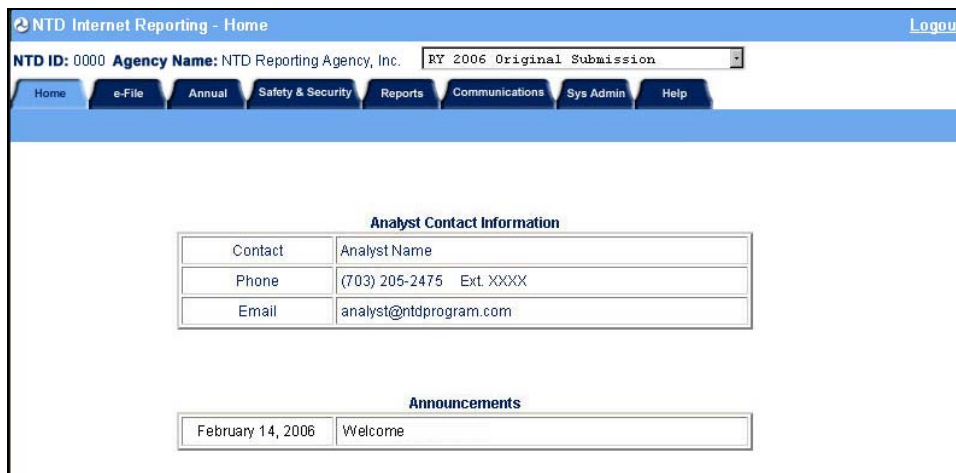
WARNING
This is a DOT computer system. DOT computer systems are provided for the processing of Official U.S. Government information only. All data contained on DOT computer systems may be monitored, intercepted, recorded, read, copied, or captured in any manner and disclosed in any manner, by authorized personnel.

THERE IS NO RIGHT OF PRIVACY IN THIS SYSTEM. System personnel may give to law enforcement officials any potential evidence of crime found on DOT computer systems.

USE OF THIS SYSTEM BY ANY USER, AUTHORIZED OR UNAUTHORIZED, CONSTITUTES CONSENT TO THIS MONITORING, INTERCEPTION, RECORDING, READING, COPYING, OR CAPTURING and DISCLOSURE.

Home: The Safety and Security Home Page

After completing the login process you will be taken to the **Safety and Security Home** page. Click the **Home** tab near the top of any screen to return to the **Home** page from another area.



NTD Internet Reporting - Home [Logout](#)

NTD ID: 0000 Agency Name: NTD Reporting Agency, Inc. RY 2006 Original Submission

[Home](#) [e-File](#) [Annual](#) [Safety & Security](#) [Reports](#) [Communications](#) [Sys Admin](#) [Help](#)

Analyst Contact Information

Contact	Analyst Name
Phone	(703) 205-2475 Ext. XXXX
Email	analyst@ntdprogram.com

Announcements

February 14, 2006	Welcome
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Safety and Security Reporting Structure

The **Safety and Security Home** page includes the following tabs:

- **Home:** The starting point when entering the Safety and Security report. It displays the reporter's Safety and Security analyst information and any project-related announcements.
- **e-File:** The **e-File** screen lists provides for processing and tracking of the Safety and Security [Chief Executive Officer \(CEO\) Certification](#) and any general correspondence. The transit agency's [chief executive officer](#) (CEO) approves and submits the Safety and Security CEO certification from this screen.
- **Annual:** Provides access to the Identification form (B-10) and Contacts form (B-20), which have been completed by the NTD contact person. These forms are not editable.
- **Safety and Security:** A listing of all the safety and security forms and provides access to the specific forms that must be completed.
- **Reports:** Print and export several different reports (Incident Summary, All Major Incidents Detail, etc.). All reports have been developed to allow the agency to print each form or report without altering print settings to fit a form on the page. The reports listed will vary depending on access level.
- **Communications:** A listing of all e-mail and telephone communications.

- **Sys Admin:** Change Safety and Security passwords. You may only change your password. Should you need assistance contact your Safety and Security analyst.
- **Help:** Online version of the Safety and Security Module of the NTD Reporting Manual.

Module	Form Name	Mode/Service	Update User	Update Date	Issues
Basic Information	Identification (B-10)	NTD9988	NTD9988	2/7/06	0
	Contacts (B-20)	NTD9988	NTD9988	7/16/05	0

Annual: Providing Access to the Identification (B-10) and Contacts (B-20) forms

These forms have been completed by the NTD contact person. These forms are not editable.

Form Name	Incident #	Submission #	Mode/Service	Report Period	Update User	Update Date	Submit Date	No Major Data	No Non-Major Data
Safety and Security Setup form (S&S-10)					NTD0000	6/3/06	6/3/06		
Non-Major Summary Report form (S&S-50)			DR DO	Jan - Mar	SFTYNTD0000	6/29/06	6/29/06	X	X
Non-Major Summary Report form (S&S-50)			DR DO	Apr - Jun	System	6/3/06			
Non-Major Summary Report form (S&S-50)			DR DO	Jul - Sep	System	6/3/06			
Non-Major Summary Report form (S&S-50)			DR DO	Oct - Dec	System	6/3/06			
Non-Major Summary Report form (S&S-50)			DR PT	Jan - Mar	System	6/3/06			
Non-Major Summary Report form (S&S-50)			DR PT	Apr - Jun	System	6/3/06			
Non-Major Summary Report form (S&S-50)			DR PT	Jul - Sep	System	6/3/06			
Non-Major Summary Report form (S&S-50)			DR PT	Oct - Dec	System	6/3/06			
Non-Major Summary Report form (S&S-50)			MB DO	Jan - Mar	System	6/3/06			
Non-Major Summary Report form (S&S-50)			MB DO	Apr - Jun	System	6/3/06			
Non-Major Summary Report form (S&S-50)			MB DO	Jul - Sep	System	6/3/06			
Non-Major Summary Report form (S&S-50)			MB DO	Oct - Dec	System	6/3/06			
Security Configuration form (S&S-30)			DR		Security0000	6/7/06			
Security Configuration form (S&S-30)			MB		Security0000	6/7/06			

Safety and Security: Providing Data about Incidents

Click on the **Safety and Security** tab to open the **Safety and Security** screen. This screen provides access to the Safety and Security Module forms for editing and submitting your report to FTA.

For calendar year 2005, the NTD Urbanized Area Report person completed, saved, and submitted the Mode Service Operated form (MR-10) through the NTD Urbanized Area Report system. For 2006, the Safety and Security Setup form (S&S-10) has been developed and the Safety contact person will be responsible for completing and submitting the form each January.

Once the Safety and Security Setup form (S&S-10) is completed and submitted, Internet Reporting will automatically generate the summary Safety and Security forms the transit agency is required to complete, based on the mode(s) of service operated. A link to each summary Safety and Security form is provided on the **Safety and Security** screen.

The **Safety and Security** screen also allows the transit agency to generate a form for reporting major incidents. Click on the **Add Major Incident** button at the bottom of the screen to generate a Major Incident form (S&S-40).

Form-by-form instructions and reporting details for the Safety and Security Module are included in the Safety and specific forms section of this manual.

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NTD Internet Reporting - Reports [Logout](#)

NTD ID: 0000 Agency Name: NTD Reporting Agency, Inc. RY 2006 Original Submission

Home e-File Annual Safety & Security Reports Communications Sys Admin Help

Safety and Security Reports

Safety and Security CEO Certification 2005 Get Report

All Major Incidents Detail Report 2005 Get Report

Major Incidents Summary by Mode/Service Report (Landscape/Legal) 2005 Get Report

Non-Major Incidents Summary by Mode/Service Report (Landscape/Legal) 2005 Get Report

Security Configuration Summary Report (Landscape) 2005 Get Report

Reports: Viewing, Printing, and Exporting NTD Safety and Security Reports

Click on the **Reports** tab to display the **Reports** screen. This screen provides access to the Safety and Security reports. Before a report can be successfully opened, the **Crystal Reports Viewer** must be downloaded to your computer. Please refer to the section on **Printing** for instructions on downloading this viewer and also for viewing, printing and exporting a report.

To open a report click on the corresponding link on the **Reports** screen.

The following report links are available on the **Reports** screen:

- All Major Incidents Detail report
- Major Incidents Summary by Mode / Service report
- Non-Major Incidents Summary by Mode / Service report
- Security Configuration Summary report.

All Major Incidents Detail report

Click on the **All Major Incidents Detail report** link to view the All Major Incidents Detail report.

Major Incidents Summary by Mode / Service report

Click on the **Major Incidents Summary by Mode / Service report** link to view a summary of all the major incidents by mode / service.

Non-Major Incidents Detail report

Click on the **Non-Major Incidents Summary by Mode / Service report** link to view a summary of all the non-major incidents by mode / type of service.

Security Configuration Summary report

Click on the **Security Configuration Summary Report** link to view a summary of the security configuration.

NTD Internet Reporting - Communications Summary [Logout](#)

NTD ID: 0000 Agency Name: NTD Reporting Agency, Inc. RY 2006 Original Submission

Home e-File Annual Safety & Security Reports Communications Sys Admin Help

Process Filter Comm. Type Filter Filter Refresh

Date	Agency	Analyst	Longer	Process	Comm. Type	Subject	Attachment
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Communications Summary: Viewing a History of Correspondence with NTD

The **Communications** tab gives transit agencies a centralized area in which to view correspondence with the Federal Transit Administration's (FTA) National Transit Database (NTD) program. In addition, the correspondence view can be filtered to show only certain processes or communication types.

NTD Internet Reporting - System Administration [Logout](#)

NTD ID: 0000 Agency Name: NTD Reporting Agency, Inc. RY 2006 Original Submission

Home e-File Annual Safety & Security Reports Communications Sys Admin Help

Select one of the following Admin Functions:

[Change Password](#)

Sys Admin: Changing Your Password

The **Sys Admin** screen provides the ability to change your NTD password.

All passwords expire every ninety-days. You can change your password at any time on the **Sys Admin** screen by specifying your current and new password. To be valid, a password must be at least eight characters long and contain at least one letter and one number. It cannot contain spaces. Passwords are case-sensitive. If you do not update your password within the ninety-day term, you will be forced to update your password when you first access the system once the ninety-day period has expired. The screen is similar to the one available on the **Sys Admin** screen and the same password rules apply.

NTD Internet Reporting - Help [Logout](#)

NTD ID: 0000 Agency Name: NTD Reporting Agency, Inc. RY 2006 Original Submission

Home e-File Annual Safety & Security Reports Communications Sys Admin Help

For help in completing the 2006 Safety and Security Internet Reporting select from one of the following .pdf files; for prior year reporting manuals, please visit the 'Publications' section of www.ntdprogram.com

Viewing the 2006 Reporting Manual
Each module of the manual is presented as an Adobe Portable Document Format (PDF) file. To view these PDF files you must first have Adobe Acrobat Reader 5.0 or higher installed on your computer. If you do not have the Adobe software installed, you can go to Adobe's website and download the latest version of the software for your operating system (for free) directly from the Adobe website.


Downloading Instructions
Please download to your desktop or network drive prior to printing. If viewing an open file, click on File > Save As... and save to your desktop or hard drive.

Printing Instructions
After downloading, to print an open file, click the Print button or choose File > Print. Specify the printer, page range, number of copies, and other options, and click OK. Most of the options are the same as they are for other applications.

Introduction
Internet Reporting
Safety and Security Setup form (S&S-10)
Security Configuration form (S&S-30)
Major Incident Reporting form (S&S-40)
Non-Major Summary Report form (S&S-50)
Safety and Security Declarations
Safety and Security Manual Glossary

For help in viewing, printing, and exporting reports on the Reports tab:

[Reports Help](#)

 [Click here to download latest version of Acrobat Reader](#)

Help: Obtaining More Information

Click on the **Help** tab to display the **Help** screen. The **Help** screen provides access to the current Safety and Security Manual. The **Help** screen displays the table of contents for the Reporting Manual with links to each section of the manual.

Tips for Using Internet Reporting

Navigating Between Screens

Do not use the browser **Back** and **Forward** buttons to navigate between screens. Instead, use the Internet Reporting system buttons, tabs, and links.

Saving a Form

A **Save** button is provided at the bottom of each Internet Reporting form. When entering information into a form, it is strongly recommended that you save the form frequently. This will prevent the loss of data if your Internet connection is unexpectedly lost. Also, Internet Reporting has an automatic time-out feature which will log you off of the system after a period of inactivity.

Selecting Multiple Values in Drop-Down List Fields

Certain **Drop-Down** list fields allow for the selection of multiple values.

To select consecutive values from such a field, press the **Shift** key on your keyboard, then use the **Left Mouse** button to click on the first and the last value of the series you wish to select.

To select non-consecutive values, press the **Ctrl** key, then use the **Left Mouse** button to click the values you wish to select.

Viewing, Printing, and Exporting Reports

Reports can be generated within the Internet Reporting system from either the Reports tab or from the individual form screens.


For trouble-shooting information refer to the Announcement section of the Safety and Security Home page.

Downloading the Crystal Reports Viewer

In order to facilitate viewing, printing and exporting of reports, Internet Reporting utilizes the Crystal Reports downloadable viewer and writer. You will be prompted to download the **Crystal Smart Viewer** for **Active X** free of charge the first time the print functionality is accessed, (a report link is clicked on the **Reports** tab or the **Print** button is clicked on a form page). This download occurs only once and is absolutely necessary to view or print a report.


Viewing a Report Online


Click on the **Report** link on the **Reports** tab to display the report within the **Crystal Reports Viewer**. Use the **Scroll** bar or the following navigation buttons to scroll through the report:

 The left arrow with a line to the left scrolls to first page.

 The left arrow scrolls to previous page.

 The right arrow scrolls to next page.


 The right arrow with a line to the right scrolls to last page.

You can also search for text within a report by clicking on the binoculars icon  to display the **Search** dialogue box and then entering the text for which you wish to search in the **Find What** field. If the text you entered is found within the report, it will be outlined in **Red**.


To Print a Report from the Reports Tab

Click on the **Report** link to display the report within the **Crystal Reports Viewer**. Click the **Print Report** button  (printer icon) in the upper left corner of the viewer. Then click the **Print** button on the resulting **Print** screen.

To Print a Form Report from a Form Screen

Click on the **Print** button supplied at the bottom of the form screen to display the report in the **Crystal Reports Viewer**. Click the **Print Report** button  (printer icon) in the upper left corner of the viewer. Then click the **Print** button on the resulting **Print** screen.

Exporting Reports

From the **Reports** screen, click on the link for the report you wish to export. The report will display in the **Crystal Reports Viewer**. Select **Export Report**  (envelope icon) in the left corner of the viewer. The **Report Export Viewer** window will be displayed.

In the **Save In** field, select the local or network drive where you would like your export file to be saved. From the **Save As Type Drop-Down** list field, select from one of the following export file formats:

- Microsoft Word (*.doc)
- Microsoft Excel (*.xls)
- Acrobat (*.pdf)
- Rich Text (*.rtf.).

Enter the name of the export file in the File Name field and click the Save button.